**Manufacturing SOP Template**

**SOP** Title

**SOP Number:**

**Department:**

**Version:**

**Effective Date:**

**Prepared By:**

**Purpose**

*Describe the purpose of this SOP — why it exists, and what it aims to achieve.*

|  |
| --- |
| Description |

**Scope**

*Define where and to whom this SOP applies: e.g., departments, processes, or equipment.*

|  |
| --- |
| Description |

**Roles & Responsibilities**

|  |  |
| --- | --- |
| **Role** | **Responsibility** |
| Role | Description |
|  |  |
|  |  |

**Safety and Compliance Requirements**

*List applicable laws, regulations, standards, or internal safety rules.*

|  |
| --- |
| Description |

**Materials and Equipment Needed**

*List tools, equipment, or documents required to complete this procedure.*

|  |
| --- |
| Description |

**Procedure**

*Break into clear steps or phases. Use numbering for clarity.*

|  |
| --- |
| 1. Step / Phase Title
 |
| * Instruction step
* Instruction step
* Instruction step
 |
| 1. Step / Phase Title
 |
| * Instruction step
* Instruction step
* Instruction step
 |
| 1. Step / Phase Title
 |
| * Instruction step
* Instruction step
* Instruction step
 |
| 1. Step / Phase Title
 |
| * Instruction step
* Instruction step
* Instruction step
 |

**Exceptions / Escalations**

*Describe what to do if the procedure cannot be followed, or who to notify in case of problems.*

|  |
| --- |
| Description |

**Documentation and Recordkeeping**

*List tools, equipment, or documents required to complete this procedure.*

|  |
| --- |
| Description |

**Revision History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Description of Change** | **Author** | **Approver** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Sign-Off**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Signature** | **Date** |
|  |  |  |  |
|  |  |  |  |
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